



<b>1.0</b>	<b>ORGANIZATION</b>		
<b>1.1</b>	<b>Company and Contact Information</b> [Briefly describe your company and provide contact information.]		
<b>1.2</b>	<b>Personnel</b> [Provide a description of personnel by position.]		
<b>1.3</b>	<b>Organization</b> [Provide an organizational chart.]		
<b>1.4</b>	<b>Drug/Alcohol</b> [Describe your company's drug and alcohol policy.]		
<b>2.0</b>	<b>OPERATIONS</b>		
<b>2.1</b>	<b>Policies</b> [Does your company have an operations manual?] Yes <input type="checkbox"/> No <input type="checkbox"/> [If yes, does it address aviation safety?] Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>2.2</b>	<b>Flight Plan</b> [Do you require a flight plan to be filed for project flights?] Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>2.3</b>	<b>Crew Complement</b> [Describe the crew complement you intend to use when NASA personnel are on board.]		
<b>2.4</b>	<b>Crew Qualifications</b> [Describe your qualification requirements for each Pilot-in-Command (PIC), copilots, and other crew members.]		
<b>2.5</b>	<b>Crew Initial and Recurrent Training</b> [Describe your initial and recurrent training requirements for PICs, copilots, and other crewmembers.]		
<b>2.6</b>	<b>Crew Currency</b> [Describe your policy on currency for PICs, copilots, and other crewmembers.]		
<b>2.7</b>	<b>Crew Operating Limitations</b> [Describe your policy concerning crew duty periods, crew rest periods, and crew flight time limitations.]		
<b>2.8</b>	<b>Medical</b> [What are your medical requirements for PICs, copilots, and other crewmembers?]		
<b>2.9</b>	<b>Flight Profiles</b> [Describe flight profiles, including airports, route of flight to and from the operating area, description of operating area, airspeeds, and altitudes.]		
<b>2.10</b>	<b>Minimum Altitudes</b> [What are your minimum day and night operating altitudes?]		

<b>2.11</b>	<b>Minimum Fuel</b> [What are your minimum fuel requirements for landing?]
<b>2.12</b>	<b>Weather Minimums</b> [What are your weather minimums for departure, landing, and alternate airfields?]
<b>2.13</b>	<p><b>Performance</b>  What is the takeoff performance of the aircraft with an engine loss after liftoff at maximum gross takeoff weight?</p> <p>What is the cruise performance with an engine loss at the maximum mission cruise altitude?</p>
<b>3.0</b>	<b>AIRCRAFT</b>
<b>3.1</b>	<p><b>Aircraft Description</b>  [Provide a copy of the airworthiness certificate and aircraft registration.]</p> <p>[Describe the aircraft by manufacture make, model, and tail number, including whether it is turbine or non-turbine powered.]</p> <p>[Describe the engines.]</p>
<b>3.2</b>	<b>Aircraft History</b> [Describe the aircraft's history from the date of manufacture to present. Include any up-grades, damage, major repairs, modifications, and alterations.]
<b>3.3</b>	<p><b>Emergency and Survival Equipment</b>  [Describe the emergency and survival equipment on board during flight.]</p> <p>[Do you have an ELT?]</p> <p>[Do you carry rafts?]</p>
<b>3.4</b>	<b>Communication and Navigation Equipment</b> [Describe the radio communication and navigation equipment on board during flight.]
<b>3.5</b>	<b>Low Level Operating Equipment</b> [Do you have a GPWS or a radar altimeter system?]
<b>3.6</b>	<b>Severe Weather Equipment</b> [Do you have a weather radar or lightning detector?]
<b>4.0</b>	<b>MAINTENANCE</b>
<b>4.1</b>	<b>Inspection Program</b> [Describe the inspection program you use to maintain your aircraft in an airworthiness condition. If you are not using the manufacturer's recommended program as per the manufacturer's maintenance manual explain why.]

<b>4.2</b>	<b>Overhaul and Replacement</b> [Describe your program/process used for tracking aircraft engines, propellers, or appliances, which the manufacturer has recommended an overhaul or replacement time or FAA-approved overhaul intervals.]
<b>4.3</b>	<b>Airworthiness Directives</b> [Is the aircraft maintained in accordance with all applicable FAA Airworthiness Directives? If not, explain.]
<b>4.4</b>	<b>Major Repairs and Alterations</b> [Does all major repairs or modifications have an appropriate FAA Form 337 or STC? If not, explain.]
<b>4.5</b>	<b>Modification</b> [If there are any modifications to the aircraft are they documented on a FAA Form 337 with approval and FSDO signature? If not, explain.]
<b>4.6</b>	<b>Research Equipment Installation</b> [If research equipment is connected into the aircraft structure or electrical system, is it documented on a FAA Form 337 with approval and FSDO signature? If not, explain.]
<b>4.7</b>	<p><b>Weight and Balance</b> [Describe your process for aircraft weight and balance.]</p> <p>[Is the weight/balance and equipment list revised each time equipment is installed or removed?]</p>
<b>4.8</b>	<b>Altimeter and Static Pressure Systems Inspections</b> [If your aircraft is subject to flight under instrument flight rules (IFR) are the altimeters and static systems tested and inspected in accordance with 14 CFR 91?]
<b>4.9</b>	<p><b>Transponder Inspections</b> [If your aircraft is equipment with an Air Traffic Control (ATC) transponder, is it tested and inspected in accordance with requirements of 14 CFR 91?]</p> <p>[If your aircraft is a transponder-equipped VFR aircraft with automatic pressure altitude reporting capabilities is it tested and inspected in accordance with 14 CFR 43, Appendices E and F?]</p>
<b>4.10</b>	<p><b>Maintenance Records</b> [Describe how you maintain your aircraft maintenance records.]</p> <p>[Are they in accordance with 14 CFR 43 and 91?] Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>[Are entries made in your aircraft maintenance records by a person authorized by 14 CFR 65 for return to service?] Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<b>4.11</b>	<p><b>Maintenance Manuals</b> [Do you maintain your aircraft in accordance with factory-approved maintenance manuals?] Yes <input type="checkbox"/> No <input type="checkbox"/></p>

<b>4.12</b>	<b>Maintenance Personnel</b> [Is your aircraft maintained by persons authorized in accordance with 14 CFR 65?]    Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>5.0</b>	<b>GENERAL INFORMATION</b>
<b>5.1</b>	<b>Aircraft registration number</b>
<b>5.2</b>	<b>Total aircraft time</b>
<b>5.3</b>	<b>Provide a copy of current weight/balance and equipment list</b>
<b>5.4</b>	<b>Provide a copy of last aircraft inspection</b>
<b>5.5</b>	<b>Provide a copy of overhaul and replacement schedule.</b>
<b>5.6</b>	<b>List persons authorized to perform maintenance</b>
<b>5.7</b>	<b>List persons authorized to return aircraft to service</b>